

Inventory Pick Wave Process

QUICK REFERENCE GUIDE INV-43

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step-by-step guidance of how to Create a Manual Pick Wave, Schedule a Pick Wave, Print a Pick Slip Report, Confirm Picking, and Confirm Shipping in the North Carolina Financial System (**NCFS**).

This QRG is to be used in conjunction with Web-Based Training (WBT) **INV103-Warehouse Staff** and Instructor Led Training (ILT) **INV105-Inventory Management** and **INV106-Warehouse Transactions** as well as **INV-14, INV-18, INV-34,** and **INV-35** found here: <u>https://www.osc.nc.gov/training/ncfs-help-documents</u>.

Introduction and Overview

This QRG covers the pick wave process for inventory agencies using NCFS. The pick wave process is used for Self-Service Procurement (SSP) orders for consumption or Transfer Orders for replenishment and warehouse movement. Not all transactions use the pick wave process, such as the NC Direct Issue miscellaneous transaction; see **INV-16** for more information found here: <u>https://www.osc.nc.gov/training/ncfs-help-documents</u>.

Create a Manual Pick Wave

To schedule a pick wave in NCFS, please follow the steps below:

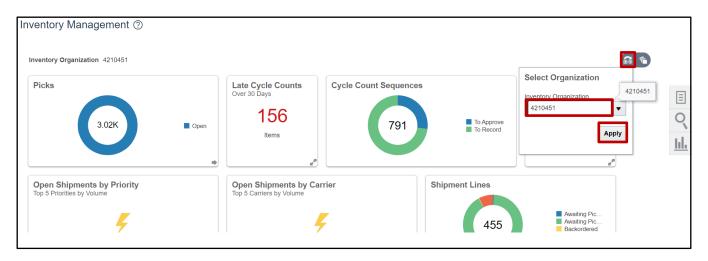
- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Goo	d afternoon, Tr	aining Super L	Jser 1!	
Sales	Contract Management	Supply Chain Execution	Receivables	Supply Chain Plar
QUICK ACTI	ONS	APPS		
🌾 Ma	nufacturing Work Definitions	÷	0	
🤶 Ма	nage Inspections	Work Definition	Quality Management	Inventory Management
🥛 Ма	nage Quality Issues		Wanagement	Wanagement
🕑 Ма	nage Quality Actions		P	
Ma	nage Problem Reports	Cost Accounting	Receipt Accounting	Supply Orchestration

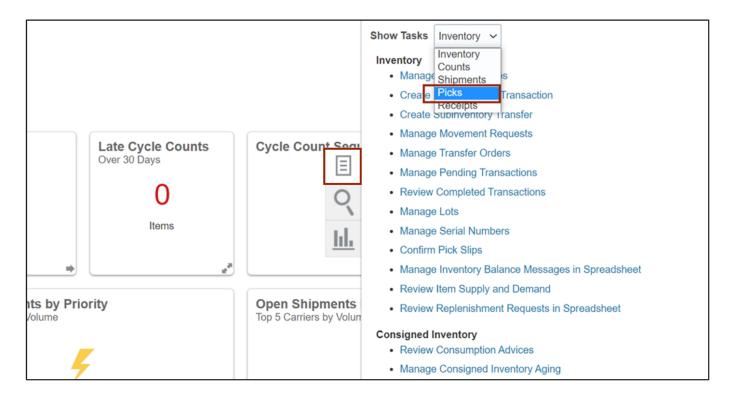
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NCFS

3. On the **Inventory Management** page, click the **View by** [^{66]}] icon and enter the **Organization ID**. Click the **Apply** button.



4. Click the **Tasks** [





5. Click Create Pick Wave.

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K To Approve To Record	On-Hand Value E Vo data av	Show Tasks Picks Create Pick War Confirm Pick Sli Schedule Pick V Create Outbour	ips Nave	nt Requ	uest			
Shipment Lines								

- 6. Choose the Release Rule for your Inventory Organization from the Drop-Down List.
- 7. Open the Order Drop-Down List and click Search....

Inve	ntory Organiza	cation 4210451	hange Organization
Create Pick Wave ②	Release	Now Add to Rel	ease Schedule <u>C</u> ancel
Select a release rule or enter selection criteria to create a pick wave.			
Release Rule 4210451-Pick Wave Release Rule 🔻			
Selection Criteria show More			
Ship-from Organization 4210451	Method		•
Order Type Transfer order V	e Status All	~	
Order From Scheduled S	hip Date m/d	d/yy h:mm a	ĊÔ
Customer To Scheduled S	hip Date m/d	d/yy h:mm a	Ċô
Additional Information			
Context Value			



8. Search for the order to be picked. The **Advanced** button will assist with searching partial information.

In this example, order 122033 was used. Click **Search.** In the search results section, click the order to select it then click **OK.**

Search and Select	: Order	×
Search		A <u>d</u> vanced
Order	122033	
Customer		
Shipment		
Source Order		
		Search Reset
Order	Customer	
122033	Training Super 2	
		OK Cancel



9. Click Release Now. The Pick Wave has been released for picking.

		Inventory Org	ganization 4210451 Change Org	janization			
Create Pick Wave ⑦		Rel	lease Now Add to Release Sche	edule <u>C</u> ancel			
Select a release rule or enter selection criteria to create a pick wave.							
Release Rule 4210451-Pick Wave Release Rule	r						
Selection Criteria Show More							
Ship-from Organization	4210451	Shipping Method		•			
Order Type	Transfer order 🗸 🗸	Release Status	All 🗸				
Order	122033 🔹	From Scheduled Ship Date	m/d/yy h:mm a	Ċ			
Customer	Training Super 2	To Scheduled Ship Date	m/d/yy h:mm a	Ċ			

Schedule a Pick Wave

To schedule a pick wave in NCFS, please follow the steps below:

1. On the Home page, under the Supply Chain Execution tab, click the Inventory Management app.

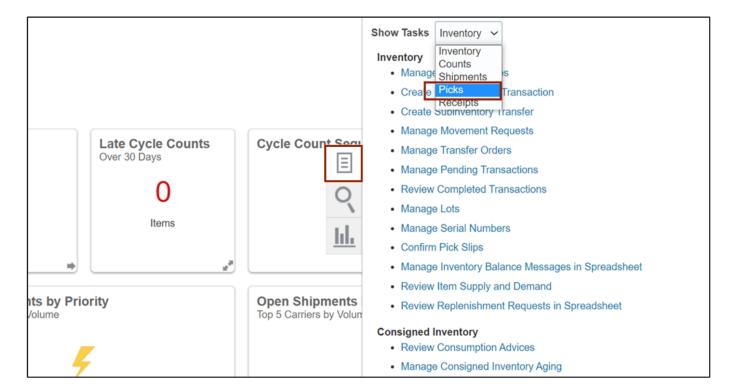
Goo	d afternoon, Tr	raining Super L	Jser 1!	
Sales	Contract Management	Supply Chain Execution	Receivables	Supply Chain Plar
QUICK ACTI	ONS	APPS		
🤃 Ma	nufacturing Work Definitions	*	@	
🤗 Ma	nage Inspections	Work Definition	Quality Management	Inventory Management
🕛 Ма	nage Quality Issues		management	management
🕑 Ма	nage Quality Actions		P	
Ma	nage Problem Reports	Cost Accounting	Receipt Accounting	Supply Orchestration



2. On the **Inventory Management** page, click the **View by** [^{66]}] icon and enter the **Organization ID**. Click the **Apply** button.

h	nventory Managemer	nt ⑦					
	Inventory Organization All					6	
	Picks No data	available	Late Cycle Counts Over 30 Days 3 Items	Cycle Count Sequences	Select Organizati	All	
	On-Hand Value	Open Shipments by Price Top 5 Priorities by Volume	prity	Open Shipments by Carrier Top 5 Carriers by Volume			
	\$48.5M	4		Ľ			

3. Click the **Tasks** [] icon and select **Picks** from the *Show Tasks* drop-down choice list.





4. Click Schedule Pick Wave.

ences K To Approve To Record No data av	 Show Tasks Picks Create Pick Wave Confirm Pick Slips Schedule Pick Wave Create Outbound Shipment Request



5. Choose the **Release Rule** for your Inventory Organization from the Drop-Down List.

Schedule Pick Wave					×		
 This process will be queued 	up for submission at position 1						
		Process Options	Advanced Sub <u>m</u> it	Cancel		v Tasi	
Name Schedule Pick Wa	ave					Crea	
Description Create pick waves on a regular basis adhering t Notify me when this process ends							
Schedule As soon as possit	ble Submission I	Notes				Crea	
Basic Options							
Parameters					-1		
	·						
^ Release Rule	428330R-Pick Wave Release Ri	ule 🔻					
Pick Wave Prefix							
Actual Ship Date	428330R-Pick Wave Release Ri	ule 428330R					
Number of Child Processes	424150C-Pick Wave Release Ri	ule 424150C					
	424150F-Pick Wave Release Ru	ile 424150F					
	424150W-Pick Wave Release R	ule 424150W					
	424151W-Pick Wave Release R	ule 424151W					
	424170C-Pick Wave Release Ri	ule 424170C					
	424170F-Pick Wave Release Ru	ile 424170F					
	424170W-Pick Wave Release R	ule 424170W					
	4						
	Search						

6. Switch to the Advanced view by clicking **Advanced**.

Schedule Pick Wave					×		
(i) This process will be queued up for submission	n at position 1				^		
	Proc	ess Options	Advanced	Sub <u>m</u> it	<u>C</u> ancel		
Name Schedule Pick Wave					- 1		
Description Create pick waves on a regular bas	is adhering t	Notify me	when this proces	ss ends			
Schedule As soon as possible	Schedule As soon as possible Submission Notes						
Basic Options Parameters					_		
* Release Rule 428330R-Pick W	/ave Release Rule	•					
Pick Wave Prefix					- 1		
Actual Ship Date m/d/yy		10					
Number of Child Processes					_		



7. Click the **Schedule** tab.

nedule Pick Wave		Process Options	Basic	Sub <u>m</u> it <u>C</u> ancel
ate pick waves on				
	a regular basis adhering t	Notify me w	nen this proces	s ends
soon as possible	Submission No	otes		
Ontiona				
Options				
Schedule Notific	ation			
	128220R Pick Wave Release Pi			
k Wave Prefix				
tual Ship Date	n/d/yy	io		
	[†] Release Rule 4	Options Schedule Notification Release Rule 428330R-Pick Wave Release R	Options Schedule Notification Release Rule 428330R-Pick Wave Release Rule	Options Schedule Notification Release Rule 428330R-Pick Wave Release Rule



8. Click the **Using a schedule** radio button and choose the frequency from the Frequency drop-down list.

In this example, Daily was chosen.

Schedule Pick Wave	×
 This process will be queued up for submission at position 1 	
	Process Options Basic Sub <u>m</u> it <u>C</u> ancel
Name Schedule Pick Wave	
Description Create pick waves on a regular basis adhering t	Notify me when this process ends
Schedule Using a schedule Submission Note	s
Advanced Options	
Parameters Schedule Notification	
Run 🔿 As soon as possible	
 Using a schedule 	
Frequency Once 🗸	
Once Hourly/Minute	
Daily	
Weekly Monthly	
	C-05:00) New York - Eastern Time (ET)
Use a Saved Schedule	



9. Enter your Start and End Dates.

In this example, an end date of 2099 was chosen.

Advanced	Options
Parameters	Schedule Notification
0	soon as possible ng a schedule
Frequency	Daily 🗸
	Days Between Runs
* Start Date	10/3/23 10:52 AM (UTC-05:00) New York - Eastern Time (ET)
* End Date	10/4/99 10:52 AM (UTC-05:00) New York - Eastern Time (ET)
	Manage Times

Note: Change other options as necessary before moving onto the next step.

10. Click **Submit** to schedule your Pick Wave.

Schedule Pie	ck Wave					
 This proces 	ss will be queued up for submission a	at position 1				
		[Process Options	Basic	Sub <u>m</u> it	<u>C</u> ancel
Name S	Schedule Pick Wave					-
Description C	Create pick waves on a regular basis	adhering t	Notify me wher	this proce	ss ends	
Schedule U	Jsing a schedule	Submission Notes	s	-		
Advance	d Options					
	Schedule Notification					

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Generate Pick Slip Report

To generate a pick slip report in NCFS, please follow the steps below:

1. On the **Home** page, under the **Tools** tab, click the **Scheduled Processes** app.

Good afternoon, Tr	aining Super	- 2		
Tools Configuration Others				
QUICK ACTIONS	APPS			
Manage Collaboration Messaging History				
AI Apps Administration	Set Preferences	Alerts Composer	Developer Connect	Worklist
				A
	Reports and Analytics	Scheduled Processes	Transaction Console	Collaboration Messaging



С	Overview ⑦
	▶ Search
S	earch Results ⑦
Vi	iew
	Actions 🔻 View 👻 Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log 💙
	Name
	Rebuild Learning Item Stop Word Index
	Rebuild Learning Item Stop Word Index
	Rebuild Learning Item Stop Word Index
	Provide Online Transaction Engine Functionality

2. On the Scheduled Processes page, click Scheduled New Process.

3. Type "Print Pick Slip Report" in the Name field. Click OK.

Schedule New Process	5			
Type 💽 Job 🗌) Job Set			
Name Print Pick S	lip Report			•
Description Provides info	rmation for picks	and the corresponding d	etails for pick slip.	
				OK Cancel



- 4. Choose *Released to warehouse* from the **Line Status to Print** drop-down list. Choose *Both* from the **Item Display** drop-down list. Choose the Inventory Organization from the **Ship-from Organization** drop-down list.
- 5. Click Submit.

Process Details						×
 This process will be queue 	ed up for submissio	on at position 1				
		1	Process Options	Advanced	Sub <u>m</u> it	<u>C</u> ancel
Name Print Pick Slip F			Print outp	out 🗸		
Description Provides inform	nation for picks and	the correspo	Notify me	when this proce	ess ends	
Schedule As soon as pos	sible	Submission No	otes			
Basic Options						
Parameters						
Ship-from Organization	4210451		•			
From Pick Slip			•			
To Pick Slip			•			
Shipping Method			•			
From Order			-			
			_			
To Order			•			
From Movement Request			•			
To Movement Request			•			
Customer			•			
* Line Status to Print	Released to ware	bouse		~		
		nouse		•		
* Item Display	Both			~		



6. Click the **Refresh** button [[™]] until the Print Pick Slip Report status shows as Succeeded. Overview ⑦

Search										Saved Search	Last hour	~
Search Results (?)												
View Flat List	Hierarchy											
Actions View View	Schedule New Process	Resubmit	Put On Hold	Cancel Process	Release Process	View Log	Ð					
Name								Process ID	Status	Scheduled Time	Submission Time	
Print Pick Slip Repo	t							2680511	Succeeded	10/9/23 9:35 AM EDT	10/9/23 9:35 AM EDT	
Rebuild Learning Item Stop Word Index						2680510	Wait	10/9/23 9:40 AM EDT	10/9/23 9:35 AM EDT			
Rebuild Learning Ite	m Stop Word Index							2680509	Succeeded	10/9/23 9:35 AM EDT	10/9/23 9:35 AM EDT	
Rebuild Learning Ite	m Stop Word Index							2680508	Succeeded	10/9/23 9:35 AM EDT	10/9/23 9:35 AM EDT	
												× *

Click the Print Pick Slip Report line Under the Process Details tab, click the Republish icon [^{ba}].

Actions View View	Schedule New Process	Resubmit	Put On Hold	Cancel Process	Release Process	View Log 🕇					
Name							Process ID	Status	_	Scheduled Time	Submission Time
Print Pick Slip Repo	rt						2680511	Succeede		10/9/23 9:35 AM EDT	10/9/23 9:35 AM EDT
Rebuild Learning Ite	em Stop Word Index						2680510	Wait		10/9/23 9:40 AM EDT	10/9/23 9:35 AM EDT
Rebuild Learning Ite	em Stop Word Index						2680509	Succeede	d	10/9/23 9:35 AM EDT	10/9/23 9:35 AM EDT
Rebuild Learning Ite	em Stop Word Index						2680508	Succeede	d	10/9/23 9:35 AM EDT	10/9/23 9:35 AM EDT
Process Details Sta											
Status S	ucceeded	Schedule	e Start 10/9/23	9:36 AM EDT	External Job Ty	vpe BIP Job Extern	al Job Status NA				
Attachment ESS L	2680511										
Output											
	Delivery Data 📩 Diagnostic Log Itus All 🗨	📩 Republi	s 🐻								
	Output Name	Те	mplate	Format	Locale	Time Zone	Calendar	Status	Send		
	Default Document		Pick List port_RPTIN015	PDF	English (United Sta	ates) (UTC-05:00) New York - Easter (ET)	n Time	V	4		
Parameters											



- 8. The **Print Slip Report** pop-up will appear. Click the **Actions** button [. Mouse over the **Export** list and click **PDF**.
- 9. Open and view the output.

0	Pick Slip Report - Oracle A	nalytics Publi	sher - Google Chrome			
	emzn-dev9.fa.us8.ora	iclecloud.co	m/xmlpserver/Supply+C	Chain+Management/Warehous	se+Operations/Pick+S	Slips/Pick Q
Rep						
	Ship-from Organi	zation ID	300000074393278	Item Display	В	^
	То	Pick Slip		Customer ID		
	From Movement	Request		To Movement Request		
	To Sal	les Order		From Sales Order	122033	-
	Pick Slip Report	NC Pick	List Report_RPT	DF	 ✓ I ■ ✓ Export 	



- 8. Click the **Actions** icon and select **Export.** Select the format (PDF) to get the report output.
- 9. Open and view the Output.

Process Details	×
This process will be queued up for submission at position 1	
	Process Options Basic Sub <u>m</u> it <u>C</u> ancel
Name Print Pick Slip Report	Print output Check P V
Description Provides information for picks and the correspo	Notify me when this process ends
Schedule Using a schedule Submission	Notes
Advanced Options	
Parameters Schedule Output Notification	
Run () As soon as possible	
 Using a schedule 	



Schedule Pick Slip Report

To schedule a pick slip report in NCFS, please follow the steps below:

1. On the Home page, under the Tools tab, click the Scheduled Processes app.

Good afternoon, Tr	aining Super	- 2		
< Tools Configuration Others	5			
QUICK ACTIONS	APPS			
Manage Collaboration Messaging History				
AI Apps Administration	Set Preferences	Alerts Composer	Developer Connect	Worklist
				₹
	Reports and Analytics	Scheduled Processes	Transaction Console	Collaboration Messaging



C	Overview ⑦						
	▶ Search						
s	earch Results ⑦						
Vi	iew						
	Actions 🗸 View 🖌 Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log						
	Name						
	Rebuild Learning Item Stop Word Index						
	Rebuild Learning Item Stop Word Index						
	Rebuild Learning Item Stop Word Index						
	Provide Online Transaction Engine Functionality						

2. On the Scheduled Processes page, click Scheduled New Process.

3. Type "Print Pick Slip Report" in the Name field. Click OK.

Schedule New Process		
Type Job Job Set		
Name Print Pick Slip Report		•
Description Provides information for picks	and the corresponding details for pick slip.	
	ок	Cancel



 Choose *All* from the Line Status to Print drop-down list. Choose *Both* from the Item Display drop-down list. Choose the Inventory Organization from the Ship-from Organization drop-down list.

Process Details						×	
(1) This process will be queu	s process will be queued up for submission at position 1						
			Process Options	Advanced	Sub <u>m</u> it	<u>C</u> ancel	
Name Drief Diels Offe	Derect						
Name Print Pick Slip			Print out				
Description Provides inform	nation for picks and	the correspo	Notify m	e when this proce	ss ends		
Schedule As soon as pos	ssible	Submission	Notes				
Basic Options							
Parameters							
Ship-from Organization	428330R	1	_				
Ship-from Organization	420330K		•				
From Pick Slip			•				
To Pick Slip			•				
Shipping Method			•				
From Order			•				
To Order			•				
From Movement Request			•				
To Movement Request			•				
Customer			•				
* Line Status to Print	All			~			
* Item Display	Both			~			



5. Switch to the Advanced view by clicking **Advanced**.

Process Details	×
This process will be queued up for submission at position 1	
	Process Options Advanced Sub <u>m</u> it <u>C</u> ancel
Name Print Pick Slip Report	Print output
Description Provides information for picks and the correspo	Notify me when this process ends
Schedule As soon as possible Submission	Notes
Basic Options	
Parameters	
Ship-from Organization 428330R	▼

6. Click the Schedule tab.

Process Details		×
This process will be queued up for submission at position 1		
	Process Options Basic Submit Cancel	
Name Print Pick Slip Report	Print output	
Description Provides information for picks and the correspo	Notify me when this process ends	
Schedule As soon as possible Submission Note	25	
Advanced Options Parameters Schedule Output Notification		
Ship-from Organization 428330R	•	



7. Click the **Using a schedule** radio button. Choose the frequency from the **Frequency** dropdown list.

In this example, Daily was chosen.

Advanced Parameters	Options Schedule Output Notification
Using	oon as possible g a schedule
Frequency	Once 🗸
* Start Date	Once Hourly/Minute Daily Weekly Monthly Yearly User-Defined Use a Saved Schedule



8. Enter your Start and End Dates.

In this example, an end date of 2099 was chosen.

Advanced	d Options			
Parameters	Schedule Output	ut Notification		
<u> </u>	ooon as possible ng a schedule Daily	~		
	Days Between Ru	ins	1 ^ ~	
* Start Date	10/3/23 1:57 PM		10	(UTC-05:00) New York - Eastern Time (ET)
* End Date	10/4/99 1:57 PM		Ē	(UTC-05:00) New York - Eastern Time (ET)
	Manage Times			-

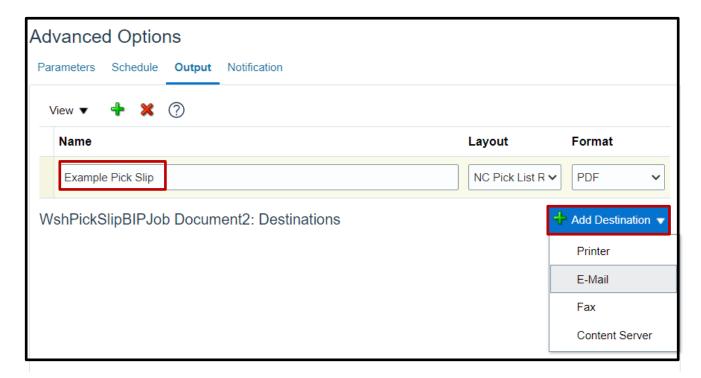


9. Click the **Output** tab to determine output location. Click **Add Output Document.**

Process Details		×
(i) This process will be queued up for submission at position 1		
	Process Options Basic	Sub <u>m</u> it <u>C</u> ancel
Name Print Pick Slip Report	Print output Check P V	
Description Provides information for picks and the correspo	Notify me when this proces	ss ends
Schedule Using a schedule Submission No.	otes	
Advanced Options		
Advanced Options		
Parameters Schedule Output Notification		
View 🔻 💥		
Name Add Output Document	Layout	Format
No document defined		



10. Use **Name** field to name your output. Click **Add Destination** to choose a destination and complete relevant fields.



11. Click **Submit** to schedule your pick slip report.

Process Details	×
This process will be queued up for submission at position 1	
	Process Options Basic Sub <u>m</u> it <u>C</u> ancel
Name Print Pick Slip Report	Print output Check P V
Description Provides information for picks and the correspo	Notify me when this process ends
Schedule Using a schedule Submission	Notes
Advanced Options	
Parameters Schedule Output Notification	
Run 🔿 As soon as possible	
 Using a schedule 	



Confirm Pick Slips

To Approve Customer Orders in NCFS, please follow the steps below:

1. On the Home page, under the Supply Chain Execution tab, click the Inventory Management app.

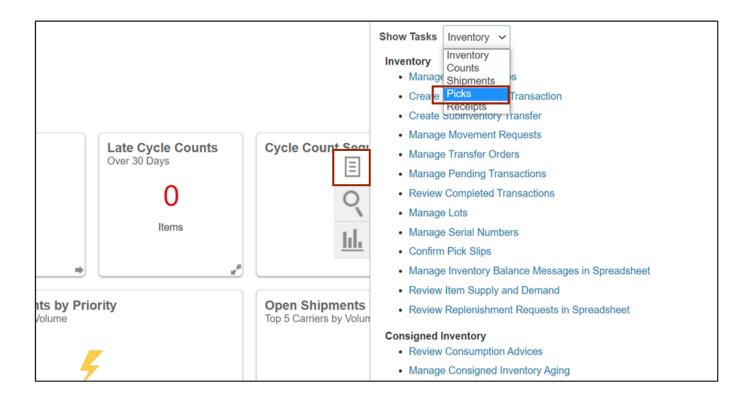
Good afternoon, Training Super User 1!							
Sales Contract Management	Supply Chain Execution	Receivables	Supply Chain Plar				
QUICK ACTIONS	APPS						
Kanufacturing Work Definitions		@					
Manage Inspections	Work Definition	Quality Management	Inventory Management				
Manage Quality Issues		Management	Management				
Manage Quality Actions							
Manage Problem Reports	Cost Accounting	Receipt Accounting	Supply Orchestration				

2. On the **Inventory Management** page, click the **View by** [^[6]] icon and enter the **Organization ID**. Click the **Apply** button.

ventory Organization 4210451					
Picks	Open	Late Cycle Counts Over 30 Days 156 Items	Cycle Count Sequences	To Approve	Select Organization 4210451 4210451
Open Shipments by Priority Top 5 Priorities by Volume		Open Shipments by Car Top 5 Carriers by Volume	rier	Shipment Lines	Awaiting Pic Awaiting Pic Backordered



3. Click the Tasks [





4. Click Confirm Pick Slip.

		☆ ᄆ Ç ⁸⁷⁹ ाष
K To Approve To Record	Show Tasks Picks • Create Pick Wave • Confirm Pick Slips • Schedule Pick Wave • Create Outbound Shipment Request No data av	est
Shipment Lines		

- 5. Use the search fields to find the pick wave. In this example, the Order number 122033 was searched by using the **Order** field. Click **Search** to view the results.
- 6. Click the **Pick Slip Number** link to go to the **Confirm Pick Slip** page.

					Inventor	ry Organization 42104	Change Organiz	ation
Confirm Pick Slips: Search								
Advanced Search						Saved	Search Pick Slips D	-
** Pick Slip Equals ~	•			** Pick Wave	Equals 🗸		•	o io roquirou
** Shipment Equals	~	•		** Customer	Equals 🗸	•		
** Order Equals 🗸	122033 🗸			** Due Date	Equals v m/d/yy	Ċœ]	
** Movement Request Equals ~	-			** Carrier	Equals 🗸		•	
					s	Search Reset Save	Add Fields 🔻	Reorder
Search Results								
View 🔻 📙 Pick Status Open 🗸 Pick S	lip Type All ~	Order Type	All 🗸	Organization			• ©	
Pick Slip Organization Due Date	Pick Status	Order	Order Type	Shipping	Customer		Picks	
	The Status	Juci	order type	Method	Customer	Open	Confirmed	Total
142031 4210451 10/6/23 12:2	7 AM Open 1	122033	Transfer order	MINTERNAL_A	Training Super 2	1	0	1



 Make any changes to the pick lines. Click the Ready to Confirm check box. Click Confirm. You can click Confirm and Go to Ship Confirm by using the Drop-Down List to go directly to Ship Confirm.

		Inventory	Organization 4210451 Change Organization
Confirm Pick Slip: 142031 ⑦			Confirm C ancel
Organization : 4210451			Confirm and Go to Ship Confirm
Summary Show More			Confirm and Close
Creation Date 1	0/9/23 8:50 AM	Number of Pi	cks 1
Pick Status C	Open	Or	der 122033
Picks ⑦			
Actions View View Pick Status Open V	Generate Serial Numbers		
	Item UOM Name Description	Requested Picked Quantity Source Source Source	Locator Lot Fro
1 Open 70001871	SWEET & LOW, CASE	5 5 01A1 v	
4			

Ship Confirm a Pick

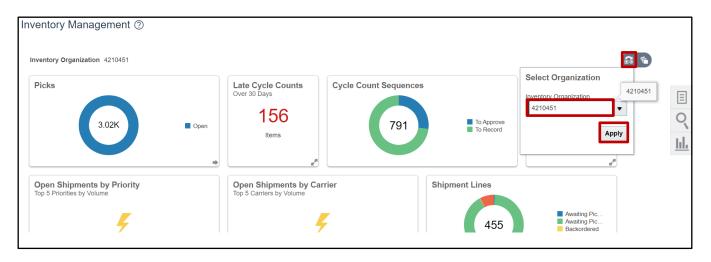
To Ship Confirm a Pick in NCFS, please follow the steps below:

1. On the Home page, under the Supply Chain Execution tab, click the Inventory Management app.





2. On the **Inventory Management** page, click the **View by** [⁶¹] icon and enter the **Organization ID**. Click the **Apply** button.



3. Click the **Tasks** [] icon and select **Shipments** from the *Show Tasks* drop-down choice list.

		△ ☆ ᄆ 4,500	TS
To Approve To Record	On-Hand Value	Show Tasks Picks • Create Inventory • Counts • Confirm Shipments • Schedu Receipts • Create Outbound Shipment Request	
Shipment Lines			
455	Awaiting Pic Awaiting Pic Awaiting Shi		



		T
On-Hand Value	Show Tasks Shipments ▼ Shipments Manage Shipment Lines Manage Shipment Message Interface Create Pick Wave Confirm Pick Slips Create Outbound Shipment Request 	

4. Click Manage Shipments.

5. Use the search fields to search for the order to be Ship Confirmed.

In this example, open orders for Inventory Organization 4210451 were searched. Click **Search.**

						Inventory Organization 4210451 Change Organization	
Manage Shipments ⑦						Save V Ca	incel
Advanced Search						Saved Search All Shipments	~
Shipment Equals 🗸		Actual Ship Date	Equal to	✓ m/d/yy h:mm a	Ê©		
Initial Ship Date Equal to	Ċo	Shipping Priority	Equals 🗸 🗸				
Carrier Equals V	•	Ship-from Organization	4210451	•			
Shipment Status Open 🗸		Exceptions		~			
						Search Reset Save Add Fields ▼ Reor	der
Search Results							
Actions 🔻 View 👻 🥒 翔 Record Shipping Costs Ship Com	firm Review Do	cument Job Set					



6. Click the **Shipment** number.

Actions v	View v	🎢 🎵	Record Shipping Cos	ts Ship C	onfirm Review D	ocument Job Set			
ummary	Carrier	Shipping Cost	Other						
						Summary			
Shipme	ent	Ship-to Loca	tion	Shipment Status	Initial Ship Date	Bill of Lading	Gross Weight	Weight UOM	Trai Shij
100044		424860C-223	885 MCGRIT BRIDGE R	Open	9/20/23 10:4:			milligram 🔻	
100048		423060F-701	STEVENS MILL RD	Open	10/10/23 8:01			milligram 🔻	
100049		423060F-701	STEVENS MILL RD	Open	10/10/23 8:01			milligram 🔻	

7. On the Edit Shipment page, make any necessary changes then click Ship Confirm.

			Inventory Organization 4210451 Change Organization
Edit Shipment: 100044 ⑦		Shipment 100044	Ship Confirm Actions V Save V Cancel
▲ Shipment			
Shipment	100044	Shipment Status	Open
Shipping Method		, Exceptions in Shipment	0
Waybill		Ship-from Organization	4210451
Initial Ship Date	9/20/23 10:49 AM	Customer	424860C-22385 MCGRIT BRIDGE ROAD
Gross Weight		Ship-to Location Total Shipping Cost Recorded	
Weight UOM	milligram	Number of Items	1
Volume		Number of Outer Packing Units	0
Volume UOM	millilitre	•	
Show Details			
⊿ Lines			

Wrap-Up

This QRG covers the pick wave process for inventory agencies using NCFS. The pick wave process is used for Self-Service Procurement (SSP) orders for consumption or Transfer Orders for replenishment and warehouse movement. Not all transactions use the pick wave process, such as the NC Direct Issue miscellaneous transaction; see **INV-16** for more information found here: https://www.osc.nc.gov/training/ncfs-help-documents.

Additional Resources

- INV 103: Warehouse Staff (WBT)
- INV 105: Inventory Management (ILT)
- INV 106: Warehouse Transactions (ILT)
- INV-14, INV-18, INV-34, and INV-35: <u>https://www.osc.nc.gov/training/ncfs-help-documents</u> (QRG)

